



## SAMPLE LETTER CONFIRMING COMPLIANCE WITH SETBACKS, FORM AND FINISH FLOOR ELEVATIONS

Date:

City of Los Altos  
Building Division  
One North San Antonio Road  
Los Altos, CA 94022

Reference: (Project address and project or permit number)

This letter is to confirm in writing that \_\_\_\_\_ has provided staking for the house located at \_\_\_\_\_. The stakes have been placed in accordance with the plans approved by the City of Los Altos both horizontally and vertically. We have subsequently done a foundation verification site visit and have determined that the contractor has formed the basement foundation walls/foundation stem walls (example) in accordance with the stakes and the approved plans, both vertically and horizontally. Specifically the house was placed in the following positions.

**NOTE: FIGURES ARE FOR EXAMPLE ONLY**

Top of form Elevation = 178.81  
Calculated FF Elevation = 179.51

Front Setback:	25.00'	Calculated Actual Setback:	25.00'
Left Side Setback:	15.00'	Calculated Actual Setback:	16.05'
Right Side Setback:	17.50'	Calculated Actual Setback:	17.75'
Rear Setback:	27.00'	Calculated Actual Setback:	27.00'

Note: All horizontal dimensions are given to the nearest 0.05 feet.

Since only the basement is formed we have had to calculate the building wall setback using the plans and the actual point surveyed in the field.

If you have any further questions regarding this matter, please contact me at your convenience.

Sincerely,

License Stamp placed here